Instructions for Downloading PO Recon Report

- 1. Click the link
- 2. At the **Too Big To Load** page, click the Download button underneath:



3. At the Log in or Sign Up page, do **not** log in nor click Continue. **Instead, click the Or Continue With Download Only underneath the Continue button:**



Once you have the report, click on the tab that says By PO BU. Find your PO BU on the left column, then **double click on the number in the right column** to open a spreadsheet with your PO lines. Call 352 392-1335 if you need assistance!